



City of Lemon Grove

DEPUTY FIRE MARSHAL **Class Specification**

DEFINITION

Under general direction, performs fire and life safety inspections to verify compliance with California Fire and Building Codes, Standards and local ordinances; organizes, supervises and provides guidance and technical support in the area of plan review, and fire inspections; reviews and resolves difficult building inspections, permit issuance and enforcement issues and conflicts; presents, organizes, and participates in public education programs to the community, schools, and service clubs, and businesses.

FLSA STATUS

Non-Exempt – Eligible for Overtime

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Fire Chief and/or his/her designee.

EXAMPLES OF DUTIES

- Conduct fire inspection of all California State mandated occupancies, businesses and assembly buildings.
- Establish procedural guidelines, create and update fire prevention handouts as related to codes and procedures.
- Conduct inspections of construction projects to ensure proper installation of fire sprinkler systems, fire alarm systems, spray booths, fuel tanks and all types of building construction.
- Answer questions and respond to complaints regarding fire code enforcement and permit procedures, in person, by telephone, email and in person.
- Conduct weed, litter and nuisance abatement inspections of properties.
- Assist fire suppression companies with fire inspections, building tours, pre-fire plans when requested, be available to crews as a resource.
- Supervise, train, and evaluate Weed/Fire Inspectors ensure constant compliance with City and fire codes.
- Develop and present educational programs in fire and life safety for schools, service groups, businesses and citizens; conduct fire drills in schools, day care centers, hospitals, care homes and high rise buildings; coordinate fire drills with business owners and managers.
- Conduct juvenile intervention counseling with children and others involved with fire play.
- Attend development review and advisory board meetings and make recommendations for new construction, tenant improvements, lot splits and other projects in the City; meet with City staff to provide input; advise architects, developers and business owners on code requirements related to specific projects.
- Conduct inspections of fireworks displays to ensure proper use, set-up, and safety procedures; perform standby functions at fireworks shows.

- Meet and confer with, conduct joint inspections with, and advise other State agencies regarding fire and life safety code issues and construction in school, nursing homes and other state regulated occupancies.
- Maintain and prepare records and reports relating to plan reviews, fire inspections and monthly services and activities; prepare staff reports for Council meetings; represent the Fire Department at City Council.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Techniques and operation of various fire protection systems/equipment such as fire building materials and construction technology; California Fire and Building Codes, National Fire Prevention Codes, Municipal Code, Fire Code and International model codes; construction plan reading, able to read, interpret, review construction documents and plans for code compliance; presentations of fire safety education programs, to school, business and community groups; weed abatement programs.

Ability to:

Manage multiple and changing priorities and implement City and Department policies; demonstrate effective interpersonal communications, plan, organize, supervise and evaluate the work of Fire Inspector(s); evaluate, communicate orally and in writing, prepare reports and obtain cooperation in correcting fire hazards; explain technical code(s) to the public, contractors and developers; establish and maintain working relationships with City staff, outside agencies and organizations.

EXPERIENCE AND EDUCATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three (3) years of increasingly responsible experience conducting fire inspections or related work, preferably in a municipal government environment.

License or Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

ICC Fire Inspector I certification must be obtained within one (1) year of hire as a condition of continued employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment:

Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions; may be required to work evenings, weekends and split shifts; may be required to travel outside City boundaries to attend meetings.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The class specification does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council: December 17, 2019